

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Crime Scene/Evidence Technician GR: L FLSA: NE DATE: 04/25/2013

DEPARTMENT: Police

DIVISION: Administrative

REPORTS TO: Unit Supervisor

APPROVED: _____

JOB CODE: 2064

GENERAL DESCRIPTION:

Under general supervision, this civilian position is responsible for identifying, collecting, and preserving evidence at major crime scenes using special equipment and highly skilled photographic and evidence gathering techniques. Also provides property and evidence control. Work requires the exercise of initiative and independent judgment in implementing work methods within prescribed standards and procedures.

TYPICAL DUTIES:

Crime scene investigation, evidence collection, documentation of the scene, and other operational and clerical duties, to include: processing of crime scenes as directed, using special equipment and evidence-gathering techniques; photographs crime scenes to record the appearance of evidence; identifies, collects, and secures physical evidence, to include blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecutions; searches for and develops latent prints at crime scenes; photographs and fingerprints suspects and victims (including deceased individuals); compares fingerprint records to learn the identify of persons; produces castings of footprints, tire tracks, and other impressions; attends, take photos, and collects evidence during autopsies; arranges for the safe storage of seized, abandoned or disabled property in order to ensure its security pending proper disposition; types a variety of data into a computerized database for the purpose of permanent storage and retrieval; inventories evidence and property; testifies in civil and criminal court proceedings for the purposes of providing evidence in case proceedings; files a variety of reports and records for the purposes of storage and retrieval; types intra and inter-office memos and reports; is expected to use self-directed work time in an efficient manner by self-initiating work on those tasks identified by supervisory personnel as priorities for this job position; performs overtime as required; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

During supervisor's absence, may oversee and direct the work of less experienced and/or part-time crime scene/evidence personnel.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university in forensic science, chemistry, biology, anthropology, criminal justice or related field; and one (1) year related experience and/or training related to the above duties; or equivalent combination of education and experience. Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits: or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Assist in the processing of crime scenes and the identification, preservation and collection of evidence (Daily)

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Receive, identify, secure, store and release evidence and other property in accordance with department directives and legal requirements. (Daily)

Effectively maintain security of the Property/Evidence room. (Daily)

Maintain and apply knowledge of current department policies, procedures, rules, instruction, laws, regulations and police literature. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Testify in court. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 30 percent of the time

Reaching: Frequently, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates vehicle/equipment requiring moderate ability

Manual Dexterity: Frequently operates vehicle/equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Subject to inclement weather conditions

Wet/Dry: Subject to inclement weather conditions

Noise/Vibration: Office equipment, crime scene equipment, radio, crime scene vehicle

Hazards: See Remarks below

Fumes/Dust/Odors: Moderate exposure to hazardous chemicals

Infectious Diseases: High exposure to evidence which may be biohazardous or carcinogenic

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to comprehend and apply computer software principles.

Ability to understand mathematical concepts to include basic arithmetic

Ability to meet deadlines and work under stressful conditions/situations.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Complex crime scene processing equipment, photographic equipment, crime scene investigation vehicle, computer, calculator, telephone, and police radio.

REMARKS:

This position may work varied hours, including nights, holidays, weekends and is subject to routine call-outs. Conditions include in office and outside environment, subject to inclement weather conditions, exposure to various odors, various hazards in the work environment, close contact with the public and exposure to elements and/or pathogens is highly foreseeable. Work involves exposure to a variety of hazardous items, to include: weapons, illicit drugs, drug paraphernalia, poisons, body fluids, and flammable/explosive materials. Position is not sedentary and may be subject to long periods of standing. Crime scene processing may require extensive kneeling, stooping, reaching and climbing. Many crime scenes are dangerous, unsanitary locations and involve unsightly and disturbing images, such as severe body trauma and handling of deceased persons, etc. The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

SPECIAL REQUIREMENTS:

Successful completion of a background check, polygraph examination, physical examination and psychological evaluation.